

## Section 4

# EVENT RULES

Early Childhood .....	2
Entrepreneurship .....	8
FCCLA Knowledge .....	12
Focus on Children .....	13
Hospitality .....	17
Illustrated Talk .....	22

## EARLY CHILDHOOD

Early Childhood, an *individual event*, recognizes participants who demonstrate their ability to use knowledge and skills gained from their enrollment in an *occupational* early childhood program. Participants must prepare a *portfolio* and a resource container related to Early Childhood. On-site, participants must plan and present an activity to evaluators in **response to a case study** provided during the event and an oral presentation describing the activity.

### EVENT CATEGORIES

**Occupational:** grades 10-12

See pages 8 and 19 for more information on event categories.

### ELIGIBILITY

1. Chapters may submit two entries in this event.
2. Participation is open to any regional, state and nationally affiliated FCCLA *occupational* chapter member (December 20 postmark deadline). State STAR Events participants must register for the State Leadership Conference.
3. Participant must be or have been enrolled in an *occupational* early childhood education and services program (coursework for high school credit that concentrates in-class learning and/or on-the-job training in preparation for paid *employment*. Students enrolled in general courses in family and consumer sciences or *comprehensive* child development courses are not eligible.
4. The Early Childhood project must be developed and completed within a one-year span beginning July 1 and ending June 30 of the school year before the National Leadership Meeting.
5. The Early Childhood project activities and supporting materials must be planned, conducted and prepared by the participant only.

### PROCEDURES & TIME REQUIREMENTS

1. Each participant will submit a *portfolio* to the event room consultant at the designated participation time and inform evaluators of their chosen age category (possible age range of 2-3, 4-5, or 6-8 years old.)
2. Room consultant will check the resource container and give the case study to the participant to plan for the activity.
3. Room consultants and evaluators will have 30 minutes to preview the *portfolio* while the participant plans their activity using materials from their resource container.
4. The presentation of the activity **may be up to** 15 minutes in length. A one-minute warning will be given at 14 minutes. The participant will be stopped at 15 minutes.
5. Following the presentation, evaluators will have 5 minutes to question participant.
6. Evaluators will use the rating sheet to score and write comments for each participant. Then evaluators will meet with participant to discuss strengths and suggestions for improvements.
7. The total time required for this event is approximately one hour.

### GENERAL INFORMATION

1. The theme will be provided to participants by the host institution a minimum of two weeks prior to the event. State STAR Events theme will be included in the participant confirmation mailing.
2. A table will be provided.
3. Participants may bring or request an easel.
4. Spectators are not allowed to observe any portion of this event. If circumstances allow, portfolios may be available for viewing at a designated time, per the discretion of the regional or state STAR Events coordinator.
5. *Stacking/overlapping* is not allowed in the *portfolio*.
6. Words in *italics* are defined in the glossary.
7. See Allowable Presentation Elements chart on page 9.

## EARLY CHILDHOOD SPECIFICATIONS

### Portfolio

The *portfolio* is a collection of materials used to document and illustrate the student's work in Early Childhood. Materials must be contained in a standard FCCLA STAR Events binder/notebook obtained from the national FCCLA emblematic supplier. A decorative and/or informative cover may be included. All materials, including the *divider pages* and tabs, must fit within the cover. The binder/notebook must contain no more than 33 pages: 1 *project identification page*, 1 table of contents page, 1 *planning process* summary page, 0-5 *divider pages*, and up to 25 *content pages*. *Divider pages* may be tabbed and may contain a title, a section name, *graphic* elements, thematic decorations, and/or page numbers; they must not include any other *content*. All pages must be one-sided only. All pages except *divider pages* must be 8½" x 11". *Stacking/overlapping* is not permitted in the *portfolio*. The *portfolio* will be turned in to the room consultant at the designated participation time.

<i>Project Identification Page</i>	One 8½" x 11" summary page on <i>plain paper</i> , with no <i>graphics</i> or decorations; must include participant's name, chapter name, school, city, state, FCCLA region, age category, and project title. *For national STAR Events, use Central Region.
FCCLA <i>Planning Process</i> Summary Page	One 8½" x 11" summary page of how each step of the <i>planning process</i> was used to plan and implement the project; use of the <i>planning process</i> may also be described in the oral presentation.
Documentation of Experience <i>Occupational Course Work</i>	Document evidence of units, courses, volunteer and/or paid positions related to Early Childhood.
<i>Lesson plans</i>	Include 3-5 example <i>lesson plans</i> exhibiting a variety of Early Childhood concepts (e.g. science, math, music, art).
Evidence of Skills	Show evidence of actual implementation of a <i>lesson plan(s)</i> included in <i>portfolio</i> (i.e. pictures, classroom teacher evaluation, samples of hands-on activities, handouts, etc.).
Evidence of Developmental Knowledge	Show evidence of knowledge of age-appropriate activities based on developmental stages, ages 2-3, 4-5 or 6-8 years (i.e. chart, listing, diagram, essay developed by the participant).

### Resource Container

The Resource Container is a sturdy container with a lid that holds resource materials and supplies assembled by the participant for use in planning and presenting the learning activity. All materials must fit into the closed container. The container and lid must be no larger than 17½" wide x 14½" deep x 11½" high. A decorative and/or informative cover may be included. **Materials and supplies may include, but are not limited to, any of the following: crayons, colored paper, scissors, markers, craft sticks, stapler, pencil, felt, hole punch, cellophane tape, masking tape, other tape, socks, songs, straws, glue stick, paste, yarn, story books, picture books, resource books, and student-made items related to the theme, etc.** Types and quantities of materials are determined by the participant and are limited only by the size of the container.

Resource Container	Assemble resources and supplies in a container. The container with lid should be no larger than 17½" wide x 14½" deep x 11½" high.
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### Activity Plan and Preparation

On site, the participant will be given a case study (type of activity, number of children, setting) and an activity topic related to that year's theme for the age category that they have selected (possible age categories of 2-3, 4-5, or 6-8 years old). Activity plan topics may include, but are not limited to, general areas such as physical activity, science, and reading readiness. Participants must complete a written activity plan and adaptations required by the case study for their presentation using the blank form provided. Only the materials and supplies in the participant's resource container may be used to complete the activity plan.

Written Activity Plan	Include objective, materials, setup, activities and expected outcome. Submit one copy.
Use of Resource Materials and Supplies	Use creativity, safety and variety in completing activity plan.
Selections of Activity/Activities	Choose age-appropriate activities for early childhood activity plan.

## Oral Presentation

The oral presentation of the activity plan **may be up to** 15 minutes in length and is delivered to evaluators.

Introduction	Express objectives, instructions and directions with clarity.
Activity	Present lesson with organization; focus on content, accuracy of information, age-level appropriateness, sequence of events/activities, pace and transitions.
Wrap Up	Reinforce lesson objective with appropriate summary.
Voice	Speak clearly with appropriate pitch, tempo and volume.
Body Language	Use appropriate body language including gestures, posture, mannerisms, eye contact and appropriate handling of supplies and materials.
Grammar and Pronunciation	Use proper grammar and pronunciation.
Responses to Evaluators' Questions	Provide clear and concise answers to evaluators' questions regarding <i>lesson plan</i> and <i>portfolio</i> . Questions are asked after the presentation.

# STAR EVENTS POINT SUMMARY FORM

## EARLY CHILDHOOD

Name(s) of Participant(s) \_\_\_\_\_ Region \_\_\_\_\_

Category: ☐ Occupational Chapter \_\_\_\_\_

### Directions:

- Before student presentation, room consultant must check participant's *portfolio* and resource container using the criteria and standards for the event. If there are discrepancies, record in the comment section and notify event lead consultant to verify point deduction.
- At the conclusion of presentation, clip this form in front of the completed rating sheets.

### Evaluators' Scores

Evaluator 1 \_\_\_\_\_ Initials \_\_\_\_\_

Evaluator 2 \_\_\_\_\_ Initials \_\_\_\_\_

Evaluator 3 \_\_\_\_\_ Initials \_\_\_\_\_

**Total Score** \_\_\_\_\_ **divided by number of evaluators = Average Score** \_\_\_\_\_

CRITERIA	STANDARDS AND PENALTY POINTS	POINT DEDUCTION	RECORD & COMMENTS
<b>PORTFOLIO</b>			
0-5 <i>Divider pages</i>  Up to 25 <i>content</i> pages (one-sided only)	Failure to follow page rules for <i>portfolio</i> will result in the loss of two points per additional page, and/or page that does not follow the rules for <i>stacking/overlapping</i> not to exceed 10 points.		
<b>RESOURCE CONTAINER</b>			
No larger than 17½" wide x 14½" deep x 11½" high	Failure to follow dimension rules for resource container, including lid, will result in the loss of two points per inch, up to 10 points.		
<b>ADDITIONAL CRITERIA</b>			
	Failure to attend participant registration will result in the loss of 5 points per individual. (Not applicable to State STAR Events.)  Failure to follow specific event guidelines listed in any other criteria may result in additional point deductions, not to exceed 10 points.		
	Total Deduction Maximum of 10 points		

Final Score: \_\_\_\_\_

Average Score minus point deduction(s)

Rating achieved (circle one) Gold: 90-100 Silver: 70 – 89.99 Bronze: 1-69.99

Verification of final score and rating (please initial) Evaluator 1 \_\_\_\_\_ Evaluator 2 \_\_\_\_\_ Evaluator 3 \_\_\_\_\_

Adult Room Consultant \_\_\_\_\_ Event Lead Consultant \_\_\_\_\_

## EARLY CHILDHOOD RATING SHEET

Name(s) of Participant(s) \_\_\_\_\_ Region \_\_\_\_\_

Category: ☐ Occupational Chapter \_\_\_\_\_

**INSTRUCTIONS:** Fill in the correct score bubble. Write the appropriate rating in the “Score” column. Write comments on the back of the rating sheet. Comments should help participants identify their strengths and areas for improvement. Record total points. Verify point total and initial.

Evaluation Criteria	Poor	Fair	Good	Very Good	Excellent	Score
<b>PORTFOLIO</b>						
Project Identification Page	Ⓐ ①	②	③	④	⑤	
FCCLA Planning Process Summary Page	Ⓐ ①	②	③	④	⑤	
Documentation of Experience/Occupational Course Work	Ⓐ ①	②	③	④	⑤	
Lesson Plans	Ⓐ ① ②	③ ④	⑤ ⑥	⑦ ⑧	⑨ ⑩	
Evidence of Skills	Ⓐ ①	②	③	④	⑤	
Evidence of Developmental Knowledge	Ⓐ ① ②	③ ④	⑤ ⑥	⑦ ⑧	⑨ ⑩	
<b>RESOURCE CONTAINER</b>						
Meets Specifications	Ⓐ ①	②	③	④	⑤	
<b>ACTIVITY PLAN AND PREPARATION</b>						
Written Activity Plan	Ⓐ ①	②	③	④	⑤	
Use of Resource Materials and Supplies	Ⓐ ① ②	③ ④	⑤ ⑥	⑦ ⑧	⑨ ⑩	
Selection of Activity/Activities	Ⓐ ① ②	③ ④	⑤ ⑥	⑦ ⑧	⑨ ⑩	
<b>PRESENTATION</b>						
Introduction	Ⓐ ①	②	③	④	⑤	
Activity	Ⓐ ①	②	③	④	⑤	
Wrap Up	Ⓐ ①	②	③	④	⑤	
Voice/Pronunciation/Grammar	Ⓐ ①	②	③	④	⑤	
Body Language	Ⓐ ①	②	③	④	⑤	
Responses to Evaluators’ Questions	Ⓐ ①	②	③	④	⑤	

**Total Score** \_\_\_\_\_

Evaluator’s Signature \_\_\_\_\_ Room Consultant Verification of Total Score \_\_\_\_\_

## EARLY CHILDHOOD EVENT – ACTIVITY PLANNING FORM

Name of Participant \_\_\_\_\_ Age of Children \_\_\_\_\_

Type of Activity: \_\_\_\_\_

Name of Activity: \_\_\_\_\_

1. **Learning Goal or Objective for the Activity:** What knowledge or skills will this activity help children know and be able to do?
  
  
  
  
  
  
  
  
  
  
2. **Rationale:** Why is this knowledge or skill important for children to know and be able to do at this age?

<p>3. <b>Setting:</b> Briefly describe the location, furniture, and large equipment needed to carry out the activity with the children.</p>	<p>4. <b>Supplies:</b> What supplies and resources will you use to prepare for and carry out the activity with the children?</p>
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5. **Activity:** Describe in detail the activity you plan to do with these children.
  
  
  
  
  
  
  
  
  
  
6. **Adaptations and Modifications:** How will you modify or adapt your plan to accommodate the classroom situation?
  
  
  
  
  
  
  
  
  
  
7. **Evaluation:** How will you evaluate the children's achievement of the goal or objective?

If additional space is needed, paper will be provided. Use the number to label corresponding responses. Do not rewrite the questions.

# ENTREPRENEURSHIP

Entrepreneurship, an *individual* or *team event*, recognizes participants who develop a plan for a small business using family and consumer sciences skills and *sound business practices*. The business must relate to an area of family and consumer sciences education or related occupations. Participants must prepare a *portfolio* containing a **written business plan**, which they are not required to have implemented, and an **oral presentation**.

## EVENT CATEGORIES

**Junior:** through grade 9

**Senior:** grades 10-12

**Occupational:** grades 10-12

See pages 8 and 20 for more information on event categories and number of entries per chapter.

## ELIGIBILITY

1. A chapter may enter each category of this event.
2. Participation is open to any regional, state and nationally affiliated FCCLA chapter member (December 20 postmark deadline). State STAR Events participants must register for the State Leadership Conference.
3. The Entrepreneurship project must be developed and completed within a one-year span beginning July 1 and ending June 30 of the school year before the National Leadership Meeting.
4. The Entrepreneurship project and all supporting materials must be planned, conducted and prepared by participant(s) only.

## PROCEDURES & TIME REQUIREMENTS

1. Each entry will submit the *portfolio* to the event room consultant at the designated participation time.
2. Room consultants and evaluators will have 20 minutes to preview the *portfolio* before the presentation begins.
3. Participant(s) will have 20 minutes to set up for the event. Other persons may not assist.
4. The oral presentation **may be up to** 20 minutes in length. A one-minute warning will be given at 19 minutes. Participant(s) will be stopped at 20 minutes.
5. If audio or audiovisual recordings are used, they are limited to 1 minute playing time during the presentation.
6. Following the presentation, evaluators will have 5 minutes to interview participant(s).
7. Evaluators will use the rating sheet to score and write comments for participant(s). Then evaluators will meet with participants to discuss strengths and suggestions for improvement.
8. The total time required for this event is approximately one hour.

## GENERAL INFORMATION

1. A table will be provided. Participants may request or bring an easel. Equipment may be requested from the host institution, but may not be available. Participants should confirm equipment requests prior to STAR Events. If not available, participants must bring all other necessary supplies and/or equipment. Wall space will not be available.
2. Electrical outlets must be requested through the STAR Events entry form. Extension cords and power strips are not provided.
3. Spectators may not observe any portion of this event. If circumstances allow, portfolios may be available for viewing at a designated time, per the discretion of the regional or state STAR Events coordinator.
4. Distribution of product samples or other materials is not allowed in this event.
5. *Stacking/overlapping* is not permitted in the *portfolio*.
6. Words in *italics* are defined in the glossary.
7. See Allowable Presentation Elements chart on page 9.



## ENTREPRENEURSHIP SPECIFICATIONS

### Portfolio

The business plan will present items researched and developed in a written business plan for establishing a small business. The *portfolio* is a collection of materials used to document and illustrate the work of the project. Materials must be contained in an FCCLA STAR Events binder/notebook, obtained from the national FCCLA emblematic supplier. A decorative and/or informative cover may be included. All materials, including the *divider pages* and tabs, must fit within the cover. The binder/notebook must contain no more than 63 pages: 1 *project identification page*, 1 table of contents page, 1 *planning process* summary page, 0-10 *divider pages* and no more than 50 *content pages* including the documents listed below. *Divider pages* may be tabbed and may contain a title, a section name, *graphic* elements, thematic decorations, and/or page numbers; they must not include any other *content*. All pages must be one-sided only. All pages except *divider pages* must be 8½" x 11". *Stacking/overlapping* is not allowed in the *portfolio*. The *portfolio* will be turned in to the room consultant at the designated participation time.

Project Identification Page	Include 8½" x 11" page on <i>plain paper</i> , with no <i>graphics</i> or decorations; must include participants' name(s), chapter name, school, city, state, region and business title. *For national STAR Events, use state and national region.
FCCLA Planning Process Summary Page	One 8½" x 11" summary page of how each step of the <i>planning process</i> was used to plan and implement the project; use of the <i>planning process</i> may also be described in the oral presentation.
Business Description	Include name of the new small business and philosophy statement. Describe services provided, hours of operation, <i>demographics</i> served, and business feasibility (including <i>community</i> survey data or market research).
Facility	Describe space, utilities and emergency procedures.
Supplies and Equipment	Include list of suppliers, inventory of equipment and supplies, and description of provisions for maintenance and repair.
Organizational Chart	Describe job titles and tasks.
Personnel Management	Describe hiring procedures, salaries and benefits, policies and procedures, and evaluations/appraisals. Included all applicable forms and records.
Funding for Business	Describe methods and sources of funding and include fee structures.
Budget	Describe income, expenditures, financial procedures and applicable tax information. Include all applicable forms.
Laws, Regulations and Codes	Describe health; environment; fire; insurance; zoning; and other local, county and state codes. (Actual codebooks need not be included.)
Advertising and Recruitment	Describe advertising plan (including special events) and include sample advertisements.
Works Cited/Bibliography	Use an organized, consistent format to cite all references in alphabetical order. Resources should be reliable and current.
Appearance	Business plan must be neat, legible, and <i>professional</i> and use correct grammar and spelling.

### Oral Presentation

The oral presentation **may be up to** 20 minutes in length and is delivered to evaluators. The presentation should be *professional* in nature and summarize the business plan. The presentation cannot be prerecorded. If audio or audiovisual recordings are used, they are limited to 1 minute playing time. *Visuals* should be used during the presentation. The *portfolio* may be used as a visual.

Organization	Deliver oral presentation in an organized, sequential manner; concisely and thoroughly summarize business plan.
Knowledge of Subject Matter	Show evidence of mastery of entrepreneurial skills including facility management, budget and credit management, personnel management and understanding of government regulations.
Use of <i>Visuals</i>	Use <i>visuals</i> to support, illustrate or complement presentation. They should be neat, legible, <i>professional</i> , and creative, and use correct grammar and spelling.
Voice	Speak clearly with appropriate pitch, tempo and volume.
Body Language	Use appropriate body language including gestures, posture, mannerisms, eye contact and appropriate handling of <i>visuals</i> and notes or notecards if used.
Grammar and Pronunciation	Use proper grammar and pronunciation.
Responses to Evaluators' Questions	Provide clear and concise answers to evaluators' questions regarding the business plan. Questions are asked after the presentation.

# STAR EVENTS POINT SUMMARY FORM ENTREPRENEURSHIP

Name(s) of Participant(s) \_\_\_\_\_ Region \_\_\_\_\_

Category: ☐ Junior ☐ Senior ☐ Occupational Chapter \_\_\_\_\_

## Directions:

1. Before student presentation, room consultant must check participant's *portfolio* using the criteria and standards in the chart that follows. If there is a discrepancy **under or over** the required number of items, record in the comment section and notify event lead consultant to verify point deductions.
2. At the conclusion of the presentation, clip this form to the completed rating sheets.

## Evaluators' Scores

Evaluator 1 \_\_\_\_\_ Initials \_\_\_\_\_

Evaluator 2 \_\_\_\_\_ Initials \_\_\_\_\_

Evaluator 3 \_\_\_\_\_ Initials \_\_\_\_\_

**Total Score** \_\_\_\_\_ **divided by number of evaluators = Average Score** \_\_\_\_\_

CRITERIA	STANDARDS AND PENALTY POINTS	POINT DEDUCTION	RECORD & COMMENTS
<b>PORTFOLIO</b>			
0-10 <i>divider pages</i>  Up to 50 <i>content pages</i> (one-sided only)	Failure to follow page rules for <i>portfolio</i> will result in the loss of two points per additional page, and/or page that does not follow the rules for <i>stacking/overlapping</i> not to exceed 10 points.		
<b>ADDITIONAL CRITERIA</b>			
	Failure to attend participant registration will result in the loss of 5 points per individual. (Not applicable to State STAR Events.)  Failure to follow specific event guidelines listed in any other criteria may result in additional point deductions, not to exceed 10 points.		
	Total Deduction Maximum of 10 points		

Final Score: \_\_\_\_\_  
Average Score minus point deduction(s)

Rating achieved (circle one) Gold: 90-100 Silver: 70 – 89.99 Bronze: 1-69.99

Verification of final score and rating (please initial) Evaluator 1 \_\_\_\_\_ Evaluator 2 \_\_\_\_\_ Evaluator 3 \_\_\_\_\_

Adult Room Consultant \_\_\_\_\_ Event Lead Consultant \_\_\_\_\_

## ENTREPRENEURSHIP RATING SHEET

Name(s) of Participant(s) \_\_\_\_\_ Region \_\_\_\_\_

Category: ☐ Junior ☐ Senior ☐ Occupational Chapter \_\_\_\_\_

**INSTRUCTIONS:** Fill in the correct score bubble. Write the appropriate rating in the “Score” column. Write comments on the back of the rating sheet. Comments should help participants identify their strengths and areas for improvement. Record total points. Verify point total, and initial.

Evaluation Criteria	Poor	Fair	Good	Very Good	Excellent	Score
<b>PORTFOLIO</b>						
Project Identification Page	Ⓐ ①	②	③	④	⑤	
FCCLA Planning Process Summary Page	Ⓐ ①	②	③	④	⑤	
Business Description	Ⓐ ①	②	③	④	⑤	
Facility	Ⓐ ①	②	③	④	⑤	
Supplies and Equipment	Ⓐ ①	②	③	④	⑤	
Organizational Chart	Ⓐ ①	②	③	④	⑤	
Personnel Management	Ⓐ ①	②	③	④	⑤	
Funding for Business	Ⓐ ①	②	③	④	⑤	
Budget	Ⓐ ①	②	③	④	⑤	
Laws, Regulations and Codes	Ⓐ ①	②	③	④	⑤	
Advertising and Recruitment	Ⓐ ①	②	③	④	⑤	
Works Cited/Bibliography	Ⓐ ①	②	③	④	⑤	
Appearance	Ⓐ ①	②	③	④	⑤	
<b>ORAL PRESENTATION</b>						
Organization	Ⓐ ①	②	③	④	⑤	
Knowledge of Subject Matter	Ⓐ ①	②	③	④	⑤	
Use of Visuals	Ⓐ ①	②	③	④	⑤	
Voice	Ⓐ ①	②	③	④	⑤	
Body Language	Ⓐ ①	②	③	④	⑤	
Grammar and Pronunciation	Ⓐ ①	②	③	④	⑤	
Responses to Evaluators' Questions	Ⓐ ①	②	③	④	⑤	

**Total Score** \_\_\_\_\_

Evaluator's Signature \_\_\_\_\_ Room Consultant Verification of Total Score \_\_\_\_\_

# MISSOURI STAR EVENT - FCCLA KNOWLEDGE

FCCLA Knowledge, an *individual event*, recognizes participants who are interested in learning about the background and current information of the organization. Information can be found in the FCCLA Chapter Handbook, Missouri FCCLA Member Handbook, and other official publications. Official publications are those coming from National FCCLA Headquarters or the State FCCLA Office, and may be in printed form or available on the national and/or state web sites.

## EVENT CATEGORIES

Junior: through grade 9

Senior: grades 10-12

Occupational: grades 10-12

See pages 8 and 20 for more information on event categories and number of entries per chapter.

## ELIGIBILITY

1. A chapter may enter each category of this event.
2. Participation is open to any regional, state, and nationally affiliated FCCLA chapter member (December 20 postmark deadline). State STAR Events participants must register for the State Leadership Conference.
3. An event category is determined by participants' previous or current enrollment in family and consumer sciences related course work and grade in school as of April 30 of the current school year.
4. Participants in this event may not be entered in any other STAR Event.

## **THIS IS A MISSOURI EVENT ONLY AND DOES NOT QUALIFY FOR PARTICIPATION IN NATIONAL STAR EVENTS.**

## PROCEDURES & TIME REQUIREMENTS

1. Participants report to the event lead consultant at the designated room fifteen minutes prior to participation time.
2. One hour is allowed for the event including the instructions and paper collection.
3. The test may consist of general information about Family, Career and Community Leaders of America, its history, mission, purposes, creed, and other facts found in the FCCLA Chapter Handbook, Missouri FCCLA Member Handbook, and other official publications. Official publications are those coming from National FCCLA Headquarters or the State FCCLA Office, and may be in printed form or available on the national and/or state web sites.
4. Scratch paper is furnished.
5. Participants are responsible for bringing their own #2 pencils and erasers for this event.
6. Spectators are not allowed.

## EVALUATION and AWARDS

Results are based on the percentage of correct items. Medals will be awarded as follows:

Gold: 90 - 100 % correct

Silver: 70-89.99 % correct

Bronze: 1 – 69.99% or below correct

The participant scoring a gold rating with the greatest number of correct answers is the top gold winner. Ties will be broken based on the order in which the tests were turned in. The test turned in the earliest will be the winner.

The scoring sheet will be returned to the advisors at the end of STAR Events. TESTS WILL NOT BE RETURNED.

# FOCUS ON CHILDREN

Focus on Children, an *individual* or *team event*, recognizes participants who use family and consumer sciences skills to plan and conduct a child development project that has a positive impact on children and the *community*. Participants must prepare a **display** and an **oral presentation**.

## EVENT CATEGORIES

**Junior:** through grade 9

**Senior:** grades 10-12

**Occupational:** grades 10-12

See pages 8 and 20 for more information on event categories and number of entries per chapter.

## ELIGIBILITY

1. A chapter may enter each category of this event.
2. Participation is open to any regional, state and nationally affiliated FCCLA member (December 20 postmark deadline). State STAR Events participants must register for the State Leadership Conference.
3. The Focus on Children project must be developed and completed within a one-year span beginning July 1 and ending June 30 of the school year before the National Leadership Meeting.
4. The Focus on Children project and all supporting materials must be planned, conducted, and prepared by the participant(s) only.
5. Participants must have completed a course or unit of study in child development in a family and consumer sciences program and/or related occupations program.

## PROCEDURES & TIME REQUIREMENTS

1. At the designated time, participants will have 30 minutes to set up their *displays*. Only participants are allowed in the setup area. Other persons may not assist. *Displays* not set up at the designated time will not be allowed during the presentation.
2. The oral presentation **may be up to** 10 minutes in length. A one-minute warning will be given at 9 minutes. Participant(s) will be stopped at 10 minutes.
3. If audio or *audiovisual* recordings are used, they are limited to 1 minute playing time during the presentation.
4. Following the presentation, evaluators will have 5 minutes to interview participant(s).
5. Following the interview, evaluators will have 5 minutes to review the display.
6. Evaluators will use the rating sheet to score and write comments for participant(s). Then evaluators will meet with participant(s) to discuss strengths and suggestions for improvement.
7. The total time for this event is approximately 50 minutes.

## GENERAL INFORMATION

1. Equipment may be requested from the host institution, but may not be available. Participants should confirm equipment requests prior to STAR Events. If not available, participants must bring all necessary supplies and/or equipment. Wall space will not be available.
2. Tables and electrical outlets must be requested through the STAR Events Entry Form. Extension cords and power strips are not provided.
3. Spectators are not allowed to observe any portion of this event. If circumstances allow, displays may be available for viewing at a designated time, per the discretion of the regional or state STAR Events coordinator.
4. Scrapbooks, *flip charts*, *manuals*, and photo albums are not allowed in this event.
5. Participant(s) may not carry in additional *visuals* or *props* for the oral presentation. The *display* may be used as a visual during the presentation, but movement of the *display* during the presentation must occur within the original *dimensions* only. This includes handouts, samples, etc.
6. Words in *italics* are defined in the glossary.
7. See Allowable Presentation Elements chart on page 9.

## FOCUS ON CHILDREN EVENT SPECIFICATIONS

### Display

The *display* may be freestanding or tabletop. Freestanding *displays* should not exceed a space 48” deep by 60” wide by 72” high, including *audiovisual equipment*. Tabletop *displays* should not exceed a space 30” deep by 48” wide by 48” high, including *audiovisual equipment*. Information or *props* outside the *display* will be considered part of the *display* and subject to penalty (tablecloths, storage items, boxes below the table, etc.). *Visuals* or *props* used during the oral presentation of the *display* must be contained within the *dimensions* of the *display*, and movement of the *display* during the presentation must occur within the original *dimensions* only. Scrapbooks, *flip charts*, *manuals* and photo albums are not allowed. The *display* must include a *project identification page* and a *planning process* summary page.

Project Identification Page	One 8½” x 11” page on <i>plain paper</i> , with no <i>graphics</i> or decorations; must include participants’ name(s), chapter name, school, city, state, region, and project title. *For national STAR Events, use state and national regions.
FCCLA Planning Process Summary Page	One 8½” x 11” summary page of how each step of the <i>planning process</i> was used to plan and implement the project; use of the <i>planning process</i> may also be described in the oral presentation.
Addresses a Specific Need	Address a specific and current child development issue, concern, or need.
Impacts Children Positively	Show how project has a positive impact on children and the <i>community</i> .
Applies Child Development Concepts	Correctly apply child development skills and knowledge gained through family and consumer sciences and/or related occupations program.
Ability of Participants to Work with Children	Show evidence of participants involved with children during the “ACT” step of the <i>planning process</i> .
Appearance	<i>Display</i> must be neat, legible, creative, <i>professional</i> , and use correct grammar and spelling.

### Oral Presentation

The oral presentation of the project **may be up to** 10 minutes in length and is delivered to evaluators. The presentation should summarize the project and *display*. The presentation may not be prerecorded. If audio or *audiovisual* recordings are used, they are limited to 1 minute playing time.

Organization	Deliver oral presentation in an organized, sequential manner; concisely and thoroughly summarize project activities and accomplishments.
Knowledge of Subject Matter	Show evidence of mastery of child development knowledge and skills by using current data to support and describe project.
Use of Display	Use <i>display</i> to support, illustrate, and complement project description during presentation.
Voice	Speak clearly with appropriate pitch, tempo and volume.
Body Language	Use appropriate body language including gestures, posture, mannerisms, eye contact and appropriate handling of notes or note cards if used.
Grammar and Pronunciation	Use proper grammar and pronunciation.
Responses to Evaluators’ Questions	Provide clear and concise answers to evaluators’ questions regarding the project. Questions are asked after the presentation.

# STAR EVENTS POINT SUMMARY FORM

## FOCUS ON CHILDREN

Name(s) of Participant(s) \_\_\_\_\_ Region \_\_\_\_\_

Category: ☐ Junior ☐ Senior ☐ Occupational Chapter \_\_\_\_\_

### Directions:

1. Before student presentation, room consultant must check participant's *display* using the criteria and standards in the chart that follows. If there is a discrepancy in the *dimensions*, record in the comment section and notify event lead consultant to verify point deduction.
2. At the conclusion of the presentation, clip this form to the completed rating sheets.

### Evaluators' Scores

Evaluator 1 \_\_\_\_\_ Initials \_\_\_\_\_

Evaluator 2 \_\_\_\_\_ Initials \_\_\_\_\_

Evaluator 3 \_\_\_\_\_ Initials \_\_\_\_\_

**Total Score** \_\_\_\_\_ **divided by number of evaluators = Average Score** \_\_\_\_\_

CRITERIA	STANDARDS AND PENALTY POINTS	POINT DEDUCTION	RECORD & COMMENTS
<b>DISPLAY</b>			
Free-Standing: not to exceed a space 48" deep x 60" wide x 72" high including <i>audiovisual equipment</i> .  Table Top: not to exceed a space 30" deep x 48" wide x 48" high including <i>audiovisual equipment</i> .	Failure to follow dimension rules for <i>displays</i> will result in the loss of two points per inch up to 10 points. Information or <i>props</i> outside the <i>display dimensions</i> will be considered part of the <i>display</i> and subject to penalty. (e.g., table cloths, storing items below the table, etc.)		
<b>ADDITIONAL CRITERIA</b>			
	Failure to attend participant registration will result in the loss of 5 points per individual. (Not applicable to state STAR Events.)  Failure to follow specific event guidelines listed in any other criteria may result in additional point deductions, not to exceed 10 points.		
	Total Deduction Maximum of 10 points		

Final Score: \_\_\_\_\_

Average Score minus point deduction(s)

Rating achieved (circle one) Gold: 90-100 Silver: 70 – 89.99 Bronze: 1-69.99

Verification of final score and rating (please initial) Evaluator 1 \_\_\_\_\_ Evaluator 2 \_\_\_\_\_ Evaluator 3 \_\_\_\_\_

\_\_\_\_\_ Adult Room Consultant \_\_\_\_\_ Event Lead Consultant \_\_\_\_\_

## FOCUS ON CHILDREN RATING SHEET

Name(s) of Participant(s) \_\_\_\_\_ Region \_\_\_\_\_

Category: ☐ Junior ☐ Senior ☐ Occupational Chapter \_\_\_\_\_

**INSTRUCTIONS:** Fill in the correct score bubble. Write the appropriate rating in the “Score” column. Write comments on the back of the rating sheet. Comments should help participants identify their strengths and areas for improvement. Record total points. Verify point total and initial.

Evaluation Criteria	Poor	Fair	Good	Very Good	Excellent	Score
<b>DISPLAY</b>						
Project Identification Page	Ⓐ ①	②	③	④	⑤	
FCCLA Planning Process Summary Page	Ⓐ ①	②	③	④	⑤	
Addresses a Specific Need	Ⓐ ①	②	③	④	⑤	
Impacts Children Positively	Ⓐ ① ②	③ ④	⑤ ⑥	⑦ ⑧	⑨ ⑩	
Applies Child Development Concepts	Ⓐ ① ② ③	④ ⑤ ⑥	⑦ ⑧ ⑨	⑩ ⑪ ⑫	⑬ ⑭ ⑮	
Ability of Participants to Work with Children	Ⓐ ① ② ③	④ ⑤ ⑥	⑦ ⑧ ⑨	⑩ ⑪ ⑫	⑬ ⑭ ⑮	
Appearance	Ⓐ ①	②	③	④	⑤	
<b>ORAL PRESENTATION</b>						
Organization	Ⓐ ① ②	③ ④	⑤ ⑥	⑦ ⑧	⑨ ⑩	
Knowledge of Subject Matter	Ⓐ ①	②	③	④	⑤	
Use of Display	Ⓐ ①	②	③	④	⑤	
Voice	Ⓐ ①	②	③	④	⑤	
Body Language	Ⓐ ①	②	③	④	⑤	
Grammar and Pronunciation	Ⓐ ①	②	③	④	⑤	
Responses to Evaluators' Questions	Ⓐ ①	②	③	④	⑤	

**Total Score** \_\_\_\_\_

Evaluator's Signature \_\_\_\_\_ Room Consultant Verification of Total Score \_\_\_\_\_



# HOSPITALITY

Hospitality, an *individual* or *team event*, recognizes participants who demonstrate their ability to use knowledge and skills gained from their enrollment in a hospitality program. Participants must prepare a *portfolio*, an oral presentation, and a response to a case study.

## EVENT CATEGORIES

**Senior/Occupational:** grades 10-12

See pages 8 and 20 for more information on event categories and number of entries per chapter.

## ELIGIBILITY

1. A chapter may submit one entry in this event.
2. Participation is open to any regional, state and nationally affiliated FCCLA member (December 20 postmark deadline). State STAR Events participants must register for the State Leadership Conference.
3. Participants must be or have been enrolled in a hospitality program or unit of study (coursework for high school credit that concentrates in-class learning and/or on-the-job training in preparation for *employment*). Hospitality encompasses management, marketing, and operations in the following four career pathways: lodging; recreation, amusements, and attractions; restaurants and other food services; and travel and tourism. Students enrolled in a nationally recognized certificate program (e.g. Pro Start) are eligible to participate in the restaurants and other food services career pathway.
4. The Hospitality project must be developed and completed within a one-year span beginning July 1 and ending June 30 of the school year before the National Leadership Meeting.
5. The Hospitality project and all supporting materials must be planned, conducted, and prepared by the participant(s) only.

## PROCEDURES & TIME REQUIREMENTS

1. Each entry will submit a *portfolio* to the event lead consultant at the designated participation time.
2. The oral presentation **may be up to** 10 minutes in length. A one-minute warning will be given at 9 minutes. The participant will be stopped at 10 minutes.
3. Participants will then be given a written case study related to their project area. They will then have 10 minutes to prepare a response to the case study. During that time the room consultants and evaluators will review the *portfolio*.
4. Participants will have up to 5 minutes to present the case study response to the evaluators.
5. Following the case study presentation, evaluators will have 5 minutes to interview the participant(s).
6. Evaluators will use the rating sheet to score and write comments for participant(s). Then, evaluators will meet with participants to discuss strengths and suggestions for improvement.
7. The total time for this event is approximately 40 minutes.

## GENERAL INFORMATION

1. A table will be provided. Participants may request or bring an easel. Equipment may be requested from the host institution, but may not be available. Participants should confirm equipment requests prior to STAR Events. If not available, participants must bring all necessary supplies and/or equipment.
2. Spectators may not observe any portion of this event. If circumstances allow, portfolios may be available for viewing at a designated time, per the discretion of the regional or state STAR Events coordinator.
3. *Visuals* other than the *portfolio* are not allowed.
4. *Stacking/overlapping* is not permitted in the *portfolio*.
5. Words in *italics* are defined in the glossary.
6. See Allowable Presentation Elements chart on page 9.

## HOSPITALITY SPECIFICATIONS

### Portfolio

The *portfolio* is a collection of materials used to document and illustrate the work of the project. Materials must be contained in an FCCLA STAR Events binder/notebook obtained from the national FCCLA emblematic supplier. A decorative and/or informative cover may be included on the outside of the notebook or binder. All materials, including the *divider pages* and tabs, must fit within the cover. The binder/notebook must contain no more than 43 pages: 1 *project identification page*, 1 *table of contents page*, 1 *planning process* summary page, 0-6 *divider pages*, and up to 34 *content pages*. *Divider pages* may be tabbed and may contain a title, a section name, *graphic* elements, thematic decorations, and/or page numbers; they must not include any other *content*. All pages must be one-sided only. All pages except *divider pages* must be 8½" x 11". *Stacking/overlapping* is not allowed in the *portfolio*. The *portfolio* will be turned in to the room consultant at the designated participation time.

Project Identification Page	One 8½" x 11" page on <i>plain paper</i> , with no <i>graphics</i> or decorations; must include participants' names, chapter name, school, city, state, region and career pathway (lodging; recreation, amusements, and attractions; restaurants and other food services; travel and tourism). *For national STAR Events, use Central Region.
FCCLA Planning Process Summary Page	One 8½" x 11" summary page of how each step of the <i>planning process</i> was used to plan and implement the project; use of the <i>planning process</i> may also be described in the oral presentation.
Self-Assessment Summary	One 8½" x 11" page that summarizes participant(s)' conclusions regarding selection of a hospitality career pathway (lodging; recreation, amusements, and attractions; restaurants and other food services; travel and tourism).
Hospitality Career Pathway	One 8½" x 11" page that summarizes up-to-date information about the selected career pathway, including career specialties in that pathway, description of entry-level and upper-level jobs, advancement opportunities, qualifications, job outlook, and salary ranges.
Customer Service/Customer Relations Concepts	Present a summary of research into key concepts of customer service and interpersonal relationship skills needed to meet customer expectations in the selected career pathway. (May include, but would not be limited to, any of the following: ethical principles, personal standards, and codes of conduct; roles and functions of communications in work settings; positive communication skills; barriers to communication; effective listening and feedback techniques; conflict resolution; verbal and non-verbal behaviors and attitudes; impact of communication technology; teamwork and leadership skills; strategies to motivate, encourage, and involve group members in a service philosophy; collaborative group leadership; and/or techniques that develop team and <i>community</i> spirit.)
Customer Service/Customer Relations Investigation	Show evidence of investigation of customer service/customer relations practices and challenges in at least two and no more than three industry settings. (May include interviews, surveys, direct observations of employees, management, and/or customers, etc.)
Customer Service/Customer Relations Guidelines	Use conclusions and recommendations to develop guidelines for improving customer service/customer relations and create a training manual that communicates these recommendations to employees in the selected career pathway. (May include, but not limited to, items such as employee training materials, guidelines for improving teamwork, and/or examples of handling customer complaints, etc.) All materials must be developed or adapted by the participants. Commercially prepared pictures and <i>graphics</i> may be incorporated into these materials, but materials may not be used in their entirety.
Works Cited/Bibliography	Use an organized, consistent format to cite all references in alphabetical order. Resources must be reliable and current.
Appearance	<i>Portfolio</i> must be neat, legible, <i>professional</i> , creative, and use correct grammar and spelling.

### Oral Presentation

The oral presentation may be up to 10 minutes in length and is delivered to the evaluators. The presentation shall briefly describe self-assessment and selection of career pathway; describe research and industry investigation; and

present recommendations and guidelines for customer service/customer relations. The *portfolio* shall be used, and additional copies of the training manual portion of the *portfolio* may be furnished for the evaluators to use, during the oral presentation. No other *visuals* or *audiovisuals* are permitted.

Organization	Deliver oral presentation in an organized, sequential manner; concisely and thoroughly summarize research.
Knowledge of Subject Matter	Present current data and show evidence of knowledge of selected career.
Use of <i>Portfolio</i>	Utilize <i>portfolio</i> to describe all phases of project.
Voice	Speak clearly with appropriate pitch, tempo, and volume.
Body Language	Use appropriate body language including gestures, posture, mannerisms, eye contact, and appropriate handling of notes or note cards if utilized.
Grammar and Pronunciation	Use proper grammar and pronunciation.

### **Case Study**

Participants will be given a written case study to evaluate their ability to respond to customer service/customer relations challenges. The case study will be directly related to customer service/customer relations in the career pathway selected by the participants. The participant(s) will have 10 minutes to prepare a response and 5 minutes to present their response to the evaluators. Work will take place within the competition room with no spectators. No pre-written material is allowed, but blank note cards will be provided and may be used during the presentation of the response.

Knowledge of Subject	Show evidence of knowledge of subject.
Appropriate Solution(s)	Present solution(s) that are feasible and suitable for the situation.
Responses to Evaluator's Questions	Provide clear and concise answers to evaluator's questions regarding project. Questions are asked after the presentation.

# STAR EVENTS POINT SUMMARY FORM HOSPITALITY

Name(s) of Participant(s) \_\_\_\_\_ Region \_\_\_\_\_

Category: ☐ Occupational Chapter \_\_\_\_\_

## Directions:

1. Before student presentation, room consultant must check participant's *portfolio* using the criteria and standards in the chart that follows. If there is a discrepancy **under or over** the required number of items, record in the comment section and notify event lead consultant to verify point deduction.
2. At the conclusion of the presentation, clip this form to the completed rating sheets.

## Evaluators' Scores

Evaluator 1 \_\_\_\_\_ Initials \_\_\_\_\_

Evaluator 2 \_\_\_\_\_ Initials \_\_\_\_\_

Evaluator 3 \_\_\_\_\_ Initials \_\_\_\_\_

**Total Score** \_\_\_\_\_ **divided by number of evaluators = Average Score** \_\_\_\_\_

CRITERIA	STANDARDS AND PENALTY POINTS	POINT DEDUCTION	RECORD & COMMENTS
<b>PORTFOLIO</b>			
0-6 <i>divider pages</i>  Up to 34 <i>content</i> pages (one-sided only)	Failure to follow page rules for <i>portfolio</i> will result in the loss of two points per additional page, and/or page that does not follow rules for <i>stacking/overlapping</i> not to exceed 10 points.		
<b>ADDITIONAL CRITERIA</b>			
	Failure to attend participant registration will result in the loss of 5 points per individual. (Not applicable to state STAR Events.)  Failure to follow specific event guidelines listed in any other criteria may result in additional point deductions, not to exceed 10 points.		
	Total Deduction Maximum of 10 points		

Final Score: \_\_\_\_\_  
Average Score minus point deduction(s)

Rating achieved (circle one) Gold: 90-100 Silver: 70 – 89.99 Bronze: 1-69.99

Verification of final score and rating (please initial) Evaluator 1 \_\_\_\_\_ Evaluator 2 \_\_\_\_\_ Evaluator 3 \_\_\_\_\_

Adult Room Consultant \_\_\_\_\_ Event Lead Consultant \_\_\_\_\_

## HOSPITALITY RATING SHEET

Name(s) of Participant(s) \_\_\_\_\_ Region \_\_\_\_\_

Category: ☐ Occupational Chapter \_\_\_\_\_

**INSTRUCTIONS:** Fill in the correct score bubble. Write the appropriate rating in the “Score” column. Write comments on the back of the rating sheet. Comments should help participants identify their strengths and areas for improvement. Record total points. Verify point total and initial.

Evaluation Criteria	Poor	Fair	Good	Very Good	Excellent	Score
<b>PORTFOLIO</b>						
Project Identification Page	Ⓐ ①	②	③	④	⑤	
FCCLA Planning Process Summary Page	Ⓐ ①	②	③	④	⑤	
Self-Assessment Summary	Ⓐ ①	②	③	④	⑤	
Hospitality Career Pathway	Ⓐ ①	②	③	④	⑤	
Customer Service/Customer Relations Concepts	Ⓐ ① ②	③ ④	⑤ ⑥	⑦ ⑧	⑨ ⑩	
Customer Service/Customer Relations Investigation	Ⓐ ① ②	③ ④	⑤ ⑥	⑦ ⑧	⑨ ⑩	
Customer Service/Customer Relations Guidelines/Training Manual	Ⓐ ① ②	③ ④	⑤ ⑥	⑦ ⑧	⑨ ⑩	
Works Cited/Bibliography	Ⓐ ①	②	③	④	⑤	
Appearance	Ⓐ ①	②	③	④	⑤	
<b>ORAL PRESENTATION</b>						
Organization	Ⓐ ①	②	③	④	⑤	
Use of Portfolio	Ⓐ ①	②	③	④	⑤	
Knowledge of Subject Matter	Ⓐ ①	②	③	④	⑤	
Voice and Body Language	Ⓐ ①	②	③	④	⑤	
Grammar and Pronunciation	Ⓐ ①	②	③	④	⑤	
<b>CASE STUDY</b>						
Knowledge of Subject Matter	Ⓐ ①	②	③	④	⑤	
Appropriate Solutions	Ⓐ ①	②	③	④	⑤	
Response to Evaluators' Questions	Ⓐ ①	②	③	④	⑤	

**Total Score** \_\_\_\_\_

Evaluator's Signature \_\_\_\_\_

Room Consultant Verification of Total Score \_\_\_\_\_

# ILLUSTRATED TALK

Illustrated Talk, an *individual* or *team* event, recognizes participants who make an oral presentation about issues concerning family and consumer sciences and/or related occupations. Participants must prepare a *file folder*, an **oral presentation** and *visuals*.

## EVENT CATEGORIES

**Junior:** through grade 9

**Senior:** grades 10-12

**Occupational:** grades 10-12

See pages 8 and 20 for more information on event categories and number of entries per chapter.

## ELIGIBILITY

1. A chapter may enter each category of this event.
2. Participation is open to any regional, state and nationally affiliated FCCLA member (December 20 postmark deadline). State STAR Events participants must register for the State Leadership Conference.
3. The Illustrated Talk project must be developed and completed within a one-year span beginning July 1 and ending June 30 of the school year before the National Leadership Meeting.
4. The Illustrated Talk project and all supporting materials must be planned, conducted, and prepared by the participant(s) only.

## PROCEDURES & TIME REQUIREMENTS

1. Each entry will submit a *file folder* with required documents to the event room consultant at the designated participation time.
2. Room consultants and evaluators will have 5 minutes to preview the *file folder* before the presentation begins.
3. Participants will have 5 minutes to set up for the event. Other persons may not assist.
4. The oral presentation **may be up to** 10 minutes in length. A one-minute warning will be given at 9 minutes. Participants will be stopped at 10 minutes.
5. If audio recordings are used they are limited to 1 minute playing time during the presentation.
6. Following the presentation, evaluators will have 5 minutes to interview participants.
7. Evaluators will use the rating sheet to score and write comments for each participant. Then evaluators will meet with participants to discuss strengths and suggestions for improvement.
8. The total time for this event is approximately 35 minutes.

## GENERAL INFORMATION

1. A table will be provided. Participants may request or bring an easel. Equipment may be requested from the host institution, but may not be available. Participants should confirm equipment requests prior to STAR Events. If not available, participants must bring all necessary supplies and/or equipment. Wall space will not be available.
2. Electrical outlets must be requested through the STAR Events entry form. Extension cords and power strips are not provided.
3. Spectators may observe the presentation portion of this event if circumstances allow, per the discretion of the regional or state STAR Events coordinator.
4. The use of video recordings is not allowed in this event.
5. Words in *italics* are defined in the glossary.
6. See Allowable Presentation Elements chart on page 9.

## ILLUSTRATED TALK SPECIFICATIONS

### File Folder

Participants will submit one letter-size *file folder* containing three identical sets, with each set stapled separately, of the items listed below to the event room consultant at the designated participation time. The *file folder* must be labeled in the top left corner with name of event, event category, participant's name, state and region. \*For national STAR Events, use Central Region.

<i>Project Identification Page</i>	One 8½" x 11" page on <i>plain paper</i> , with no <i>graphics</i> or decorations; must include participant's names, school, city, state, region and title of Illustrated Talk. *For national STAR Events, use Central Region.
FCCLA <i>Planning Process</i> Summary Page	One 8½" x 11" summary page of how each step of the <i>planning process</i> was used to plan and present the illustrated talk.
Outline of Presentation	Outline the presentation in no more than two pages.
Documentation of Three Prior Presentations of the Illustrated Talk to Different Audiences	Document three (only three) prior Illustrated Talk presentations, including date, location and proof of prior presentation, such as photos, news clippings and/or thank-you notes.
Works Cited/ <i>Bibliography</i>	Use an organized, consistent format to cite all references in alphabetical order. Resources should be reliable and current.

### Oral Presentation

The oral presentation **may be up to** 10 minutes in length and is delivered to evaluators. The presentation should deal with issues related to family and consumer sciences and how these issues can be addressed by FCCLA members. It is not a factual lecture or "how-to" presentation.

Introduction	Use creative methods to capture <i>audience</i> attention.
Relationship to Family and Consumer Sciences or Related Occupations	Reflect views and knowledge on issues of concern related to areas of family and consumer sciences and/or related occupations.
Knowledge of Subject Matter	Present current data and information to support viewpoints and issues of concern.
How FCCLA Members Can Address Concerns	Describe suggested methods or techniques FCCLA members can use to address the issues of concern.
Summary	Summarize major points and/or issues of concern.
Organization	Deliver oral presentation in an organized, sequential manner as outlined.
Voice	Speak clearly with appropriate pitch, tempo and volume.
Body Language	Use appropriate body language including gestures, posture, mannerisms, eye contact and appropriate handling of <i>visuals</i> or note cards if used.
Grammar and Pronunciation	Use proper grammar and pronunciation.
Responses to Evaluators' Questions	Provide clear and concise answers to evaluators' questions regarding the subject matter. Questions are asked after the presentation.

### Visuals/Props

*Visuals/props* might include posters, charts, slides, transparencies, presentation software, puppets, etc. Audio recordings are limited to 1 minute playing time during the presentation. Video recordings are not permitted.

Effectively Illustrate Content	Support, illustrate and/or complement <i>content</i> of presentation.
Creativity	Use creative methods to illustrate presentation.
Appearance	Presentation aids must be visible to <i>audience</i> , neat, legible, <i>professional</i> , and use correct grammar and spelling.

# STAR EVENTS POINT SUMMARY FORM

## ILLUSTRATED TALK

Name(s) of Participant(s) \_\_\_\_\_ Region \_\_\_\_\_

Category: ☐ Junior ☐ Senior ☐ Occupational Chapter \_\_\_\_\_

### Directions:

1. Before student presentation, room consultant must check participant's *file folder* using the criteria and standards in the chart that follows. If there is a discrepancy **under or over** the required number of items, record in the comment section and notify event lead consultant to verify point deduction.
2. At the conclusion of the presentation, clip this form to the completed rating sheets.

### Evaluators' Scores

Evaluator 1 \_\_\_\_\_ Initials \_\_\_\_\_

Evaluator 2 \_\_\_\_\_ Initials \_\_\_\_\_

Evaluator 3 \_\_\_\_\_ Initials \_\_\_\_\_

**Total Score** \_\_\_\_\_ **divided by number of evaluators = Average Score** \_\_\_\_\_

CRITERIA	STANDARDS AND PENALTY POINTS	POINT DEDUCTION	RECORD & COMMENTS
<b>FILE FOLDER</b>			
One <i>file folder</i>	Failure of the <i>file folder</i> to be letter size and include the following information typed or written in the upper left corner: Name of STAR Event, category, participants name, state and region will result in the loss of two points.		
The folder must include three separately stapled identical sets of required information.	Failure to follow page rules or number of copies will result in the loss of two points per missing copy or additional page not to exceed 10 points.		
<b>ADDITIONAL CRITERIA</b>			
	Failure to attend participant registration will result in the loss of 5 points per individual. (Not applicable to state STAR Events.)		
	Failure to follow specific event guidelines not listed in other criteria may result in additional point deductions, not to exceed 10 points.		
	Total Deduction Maximum of 10 points		

Final Score: \_\_\_\_\_

Average Score minus point deduction(s)

Rating achieved (circle one) Gold: 90-100 Silver: 70 – 89.99 Bronze: 1-69.99

Verification of final score and rating (please initial) Evaluator 1 \_\_\_\_\_ Evaluator 2 \_\_\_\_\_ Evaluator 3 \_\_\_\_\_

Adult Room Consultant \_\_\_\_\_ Event Lead Consultant \_\_\_\_\_



## ILLUSTRATED TALK RATING SHEET

Name(s) of Participant(s) \_\_\_\_\_ Region \_\_\_\_\_

Category: ☐ Junior ☐ Senior ☐ Occupational Chapter \_\_\_\_\_

**INSTRUCTIONS:** Fill in the correct score bubble. Write the appropriate rating in the “Score” column. Write comments on the back of the rating sheet. Comments should help participants identify their strengths and areas for improvement. Record total points. Verify point total, and initial.

Evaluation Criteria	Poor	Fair	Good	Very Good	Excellent	Score
<b>FILE FOLDER</b>						
Project Identification Page	Ⓐ ①	②	③	④	⑤	
FCCLA Planning Process Summary Page	Ⓐ ①	②	③	④	⑤	
Outline of Presentation	Ⓐ ①	②	③	④	⑤	
Documentation of Three Prior Presentations	Ⓐ ①	②	③	④	⑤	
Works Cited/Bibliography	Ⓐ ①	②	③	④	⑤	
<b>ORAL PRESENTATION</b>						
Introduction	Ⓐ ①	②	③	④	⑤	
Relationship to Family and Consumer Sciences	Ⓐ ①	②	③	④	⑤	
Knowledge of Subject Matter	Ⓐ ① ②	③ ④	⑤ ⑥	⑦ ⑧	⑨ ⑩	
How FCCLA Members Can Address Concerns	Ⓐ ① ②	③ ④	⑤ ⑥	⑦ ⑧	⑨ ⑩	
Summary	Ⓐ ①	②	③	④	⑤	
Organization	Ⓐ ①	②	③	④	⑤	
Voice	Ⓐ ①	②	③	④	⑤	
Body Language	Ⓐ ①	②	③	④	⑤	
Grammar and Pronunciation	Ⓐ ①	②	③	④	⑤	
Responses to Evaluators’ Questions	Ⓐ ①	②	③	④	⑤	
<b>VISUALS</b>						
Effectively Illustrate Content	Ⓐ ①	②	③	④	⑤	
Creativity	Ⓐ ①	②	③	④	⑤	
Appearance	Ⓐ ①	②	③	④	⑤	

Evaluator’s Signature \_\_\_\_\_ Room Consultant Verification of Total Score \_\_\_\_\_ **Total Score** \_\_\_\_\_